



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

Ctrl # _____

March 23, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-60

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Report of Aged Outstanding Payroll Checks

Attached is the BL1537-01 report, Aged Outstanding Checks by P/R Reporting Number, for period ending February 29, 2000. This report lists the outstanding payroll, supplemental, and service checks issued for your agency. Please refer to the OSUP Standard Accounting Procedures Manual, Section 1.07 for processing instructions.

By **May 31, 2000**, each agency must:

1. Clear as many of these outstanding checks as possible. DO NOT rework checks handled on previous reports. It should be noted that the Department of Revenue is not required to publish notice of any items which are less than \$50, and agencies are **NOT REQUIRED** to clear these checks.
2. Report to Office of State Uniform Payroll the status of each outstanding check by notation on the attached report.

When sending your report to the Office of State Uniform Payroll, make certain that the attached letter of certification (UPR/F31) is signed by your department head and included. Prior to forwarding the BL1537-01 report to OSUP, make a copy for your records. **Do NOT forward to OSUP aged checks issued to employees who are unable to be located. Any checks issued to employees who are not due the money should be voided per instructions in OSUP Standard Accounting Procedures Manual, Section 2.01.**

For additional information, please contact Angel Vernon at (225) 342-0717. Your cooperation is appreciated.

RSM:ACV:kmb

[Attachments](#)

UPR/F31
R 02/00

Control Number _____

CERTIFICATION OF AGED OUTSTANDING
UPS PAYROLL CHECK REPORT

Date

TO: Mr. Ronald S. Mitchell, Director
Office of State Uniform Payroll
Division of Administration
PO Box 94095, State Capitol Annex
Baton Rouge, Louisiana 70804-9095

FROM: _____
Agency

Per OSUP Memorandum No. _____, attached is our Report of Aged Outstanding Payroll Checks as of _____, stating the status of each outstanding check issued for our Payroll Reporting Number(s).

A reasonable effort has been made by this agency to locate each employee on the Outstanding Check Report.

I hereby certify that the information submitted is correct per our records and that all exceptions have been noted.

Sincerely,

Department Head

RSM:ACV

Attachments